Name: M. Sakeer Gaium

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Summary:

To work in a professional environment where I can utilize my knowledge and experience for the progress and development of the organization as well as career advancement and personal growth.

EMPLOYMENT HISTORY:

Employer : -Curio Aleph Doha & Double Tree Alsaad
Position : -Cluster IT Supervisor (since FEB 2022 to from still now)

Employer : -Hilton Hotels & Resorts In Qatar
Position : -IT Supervisor (since MAY 2014 to FEB 2022)

Key Roles & Responsibility: -

✓ Prepare IT operating budgets, IT capital budgets, and present a business case for all IT expenses
✓ Negotiate and execute computer and data communications contracts to ensure compliance with their requirements.
✓ Establish and maintain system security procedures consistent with control requirements and corporate policy
✓ Assist in the co-ordination of new acquisitions and major projects as required.
✓ POS System Configure Printer Routing and (**Micros, Symphony** & **Agilysys**) Maintain Server and Application
✓ IPTV System Maintain Server, Configuring IPTV Setup and Channels (Hoist Group)
✓ PABX System (**AVAYA, Alcatel**)
✓ Door Lock System Configure Door and Key cut machine, Maintain the server and Application (**Vincard,VisiOnline & Onity**)
✓ Payroll System Maintain the server and Application (**OASYS**)
✓ **FCS** System Maintain the server and Application
✓ Passport Scanning System Maintain the server and Application (**Adria Scan**)
✓ Finance System Application installation, troubleshooting and Maintain server and Applications
✓ OS Installation Server and PC (2019,2016,2012, Windows 11,10,8,7)
✓ SQL installation (2019,2016,2012)
✓ Signage System Configure and Maintain the server and Application (**Symon & Novicom**)
✓ Installing & Configuring CCTV Camera, Attending Guest Complaint, Installing Wi-Fi Router.
✓ Running New network cable and Telephone Cable.

✓ Installing Switches and Maintains of IDF rack
✓ Installing & Configuring Scanner's & Printer's [Local, Shared & Network].

- ✓ Administer all IT equipment desktop computing and Server's trouble shoots.
- ✓ Running New network cable and Telephone Cable.
- ✓ Installing Switches and Maintains of IDF rack.
- ✓ Audio-visual Technical Support (Set up and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions such as concerts, sports events, meetings and conventions, presentations, and news conferences).

Employer: -Asian Arab Travels in Sri Lanka
Position: -Air Ticket Booking (Since MAR2012 to NOV 2013)

Key Roles & Responsibility: -

- ✓ Attending customer quarries, communicating and handling all the reservations from IATA Office and arranging the necessary transport and other facilities. Inform clients of essential travel information, like travel time transformation connection and also medical visa

Employer:-PC House In Sri Lanka
Position:-PC Assembler (Since FEB 2011 to FEB2012)

Key Roles & Responsibility: -
- ✓ Joined, assembled and set up various hardware parts, cables and other required components.

- ✓ Tested and debugged assembled computing devices to ensure proper functioning.

- ✓ Made recommendations for and built low-cost and highly efficient computer system.

- ✓ Detected, documented and mitigated all risks associated with computer assembly.

- ✓ Followed given work instructions, selected and utilized motherboard, and other hardware components.

- ✓ Checked, joined, mounted and assembled all required hardware components.

- ✓ Operated, tested and debugged the assembled computer to eliminate hardware issues.

- ✓ Conducted routine checks on installed operating system, in a timely manner.

- ✓ Dismantled faulty computers and repaired them, in an efficient manner.

- ✓ Interpreted and complied with company's quality policy as applicable.

Key Roles & Responsibility: -

Hardware:
Installation of Windows Operating System on Desktop & Laptop's.
Assembling & Trouble-Shooting Desktop & Laptop Computers.
Installing & Configuring Devices Like Sound Card, Modem, Ethernet Card, VGA Card.
Installing & Configuring Scanner's & Printer's [Local, Shared & Network].

Networking:
- ✓ Cabinet Assembling for Structured Network.
- ✓ Crimping Cross/Straight (Cat 5, Cat 5E, and Cat 6).

Academic and IT Qualification

- ✓ IT Department Hilton Doha.
- ✓ London College Diploma Airline Ticketing.
- ✓ Ministry Of Education and Microsoft Srilnaka under the Partners in Learning Programmer.
- ✓ Office Package (2003,2007,2010, 2013& 2016): Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, configures and troubleshoots Windows Server and Operating Systems Components
- ✓ Diploma in computer hardware engineering at **Global** in Puttalam Sri Lanka

LANGUAGES

- ✓ Ability to Communicate Equivalently in all three Languages. (English, Sinhala, Malayalam, Tamil)
- ✓ Excellent Verbal and Written Skills
- ✓ Skills enhanced by giving presentations as part of my Course.

Personal details

Marital status	**:** Married
Gender	**:** Single
Religion	**:** Muslim
Date of Birth	**:** Oct -10th-1993
Nationality	**:** Sri Lankan
Passport No	: N3534783